

Jefferson County
Position Description

Name:		Department:	Human Services
Position Title:	Early Intervention Program Teacher	Pay Grade:	06 FLSA: N
Date:	August 2016	Reports To:	Birth-to-3/Preschool Supervisor

Purpose of Position

The purpose of this position is to evaluate and assess children birth to three years old regarding areas of development, design learning environments, curriculum planning, enhancing development and providing support and resources to clients' families while remaining in compliance with Federal mandate requirements.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Lead Preschool Teacher Duties

- Markets the Birth-to-three program by connecting with interested families, developing information/promotional items, sending out information packets and conducting classroom tours as requested.
- Maintains a current class enrollment list and wait list, analyzes trends and concerns and communicates information at team meetings monthly.
- Plans and implements learning activities that promote child development through interactive and engaging learning experiences that follow the Wisconsin Model Early Learning Standards and Developmentally Appropriate Practices for 12 to 15 preschoolers with a variety of abilities.
- Plans and facilitates at least three family engagement activities and events per school year.
- Ensures compliance with state licensing regulations for group childcare.
- Facilitates or assists with family development programming hosted by the Jefferson County Human Services as requested.

Birth to Three Teacher Duties

- Provides families with information, skills and support related to child's skill development.
- Evaluates and analyzes children by preparing evaluations, reviewing referrals and medical reports, completing direct testing with child and family, scoring protocol and interpreting results, and typing written reports based on overall developmental assessment.
- Works with other service providers to develop understanding of child's disability and the disability impact on child.

- Coordinates with birth-to-three team and family to developmentally appropriate services plans using the Primary Service Provider model.
- Mentors program volunteers and students teachers.
- Presents information on child development and other birth-to-three related topics to community organizations.

Birth to Three Service Coordinator Duties

- Identifies and serves children in need to prevent and/or limit out of home placement and need for future services. Consults, coaches, and collaborates with parents, team members, daycare providers, and a variety of different Human Services areas.
- Provides case management by completing paperwork, accessing and sharing resources with families, and making monthly contact with clients/team members.
- Adheres to deadlines of scheduling and completing meetings with families and team members.
- Facilitates access to services. Coordinates and monitors services on a timely basis.
- Assists parents in identifying appropriate service providers. Informs parents of advocacy service availability.
- Facilitates transition plan development from birth-to-three to school services.
- Coordinates activities with medical and other health care providers. Mediates communication and issues between client's families and therapists. Provides support and consultation to child care providers and others in integrated child care settings.
- Completes necessary and required forms, reports and correspondence in a timely manner.

Additional requirements

- Completes annual compliance training and adheres to Human Services compliance policies and procedures.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Demonstrates dependable attendance.
- Performs other duties as assigned or that may develop.
- Adheres to and promotes safety as a priority in the workplace.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Assists with public awareness efforts regarding Early Intervention programs.
- Participates in fund raising activities and events.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Early Childhood Development or related field, Wisconsin special education teaching certification (408-808 and 480-809), or an equivalent combination of education, knowledge, and skills required. Valid motor vehicle license, required.

Other Requirements

Training: Wisconsin Teaching License (renewed every five years)
Wisconsin Registry Certificate (renewed annually)
Infant and Toddler First Aid, CPR and AED training (renewed every 2 years)
Shaken Baby Syndrome Training

Travel: Required approximately 30%

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date